

Troop Webmaster

Name: _____ **Term Date:** _____

Position Description: The Webmaster helps develop, maintain, and monitor the Troop’s Web site. For a scout to be successful at the Webmaster position, he must be proficient at working on a computer and know how to work within word processing and graphic art software programs.

Position: Appointed by the Senior Patrol Leader with the recommendation from and approval of the Scoutmaster.

Term: 6 months

Position Coordinator: Adult Webmaster

Service toward: Through Eagle

Minimum Rank for this job: 1st Class or above

Minimum Age: 12 or older

Experience: Proficient with computers

Previous Attendance: Satisfy the Troop’s “active scout” standard by attending at least six Troop events (meetings or campouts), and at least one community service event or Troop service event within the preceding six-month period.

In addition to the General Leadership Responsibilities set forth in the Leadership Application the Webmaster duties are:

- Establish and maintain a safe and secure Troop web site.
- Ensure the Troop web site is a positive reflection of Scouting for the public.
- Manage the Troop’s electronic communication tools.
- Work with the Scribe and Scouts to provide up-to-date Troop information.

Troop 149 Interprets the Webmaster duties to include:

- Must be approved by the Scoutmaster and the Adult Webmaster for this position.
- Leads and assists on projects and events assigned by the PLC.
- Work with adult Webmaster with help in preparing items to be placed on the Troop’s web site.
- With the assistance of the adult Webmaster ensure that the Troop’s Web site is up to date.
- Ensure content of material going on the Troop’s Web site is appropriate.
- Act as a liaison with Senior Patrol Leader, Scoutmaster and Troop Committee Chair for new information to be uploaded to the Troop’s Web site.
- Prepare a schedule of your goals to be obtained during your term and schedule at least 2 conferences with the adult Webmaster during the term. This position requires additional time outside Troop events to complete assignments on web site issues.

Troop 149 Performance Requirements for the Webmaster include:

- Must submit a Leadership Position Application prior to or upon acceptance of the position.
- You must attend the Troop’s Junior Leader Training even if attended in the past.
- Expected to attend 75% of all Troop meetings, Patrol Leaders Council meetings, outings, and service projects. If your attendance is low, or if you have three (3) unexcused absences in a row, Troop discipline will be discussed including removal from office and non-credit for service.

Date/Initials

_____ Junior Leadership Training
 _____ Mid-term Conference on duties and responsibilities
 _____ Completed the Webmaster duties during term in office
